

**TECHNICAL EXHIBIT 3-003****CONSUMABLE MATERIALS AND SUPPLIES**

The following are consumable materials and supplies typically on-hand at the Files Activity locations.

1-Hole Punch	Easels
3-Hole Punch	Envelopes (Miscellaneous Sizes)
Adding Machines	Envelopes, Clasp, 10 X 13
Air, Canned	Envelopes, Clasp, 12 X 15 ½
Baskets	Envelopes, Clasp, 9 X 12
Batteries, Alkaline, Size D	Envelopes, Confidential (Small and Large)
Binder Clips (Various Sizes)	Envelopes, Federal Express
Binders (Various Sizes)	Envelopes, Inter-Office (Small and Large)
Binders, Loose Leaf (1", 2", 3")	Envelopes, Non Window
Booklifts	Envelopes, Padded
Boxes, Miscellaneous Types	Envelopes, Redi-seal, 9 X 12
Burn Bags	Envelopes, Window (Small and Large)
Calculator Ink Roller	Erasers
Calculator Ribbons	Erasers, Dry Erase
Calculator, Electric	Erasers, Pencil
Calculator, Solar Powered	Fasteners, 4"
Calendar Stands	Fasteners, 5"
Calendar, Wall	Files, Expandable
Cards, Guide	Finger Tips, Rubber (Various Sizes)
Cards, Index	Flip Charts
Clamps, Butterfly Shape (Various Sizes)	Folder, Straight Edge (Various Colors)
Cleaner	Folders (Miscellaneous Colors)
Cleaner Kits	Folders, 1"
Cleaner, Desk	Folders, 2-Pocket
Cleaner, Glass	Folders, 2"
Cleaner, Phone	Folders, 4"
Cleaner, White Board	Folders, Hanging (New and Recycled)
Clipboards, Legal	Folders, Legal
Clipboards, Letter	Gloves
Clocks, Wall	Gloves, Rubber/Vinyl (Various Sizes)
Computer Diskettes	Gloves, Work (Various Sizes)
Copyholder	Glue Sticks
Cords, Elastic (Small and Large)	Head Phones
Cork Boards	Highlighters (Miscellaneous Colors and Sizes)
Correction Fluid	Index Holders
Correction Lift (Typewriter)	Index Tabs
Correction Refill (Single and Double)	Ink Refill Bottles (Red, Blue, Black)
CPU Stands	Ink Rollers
Disk Holders	Knives, Utility
Dividers, With Pockets	Labels
Dusters	Labels, Address

Labels, Binder  
Labels, Hanging Folder  
Labels, Laser, Miscellaneous  
Labels, Mailing  
Labels, Notary  
Lamp, Desk  
Letter Openers  
Light Bulbs (Miscellaneous)  
Locks  
Mails, Bubble  
Mailing Folders, Self-Adhesive  
Markers (Miscellaneous Colors and Sizes)  
Markers, Dry Erase  
Moistener  
Pads, Colored  
Pads, Legal  
Pads, Message  
Pads, Steno  
Panel Clips  
Paper  
Paper Clips (Small and Large)  
Paper, Adding Machine  
Paper, Calculator  
Paper, Carbon  
Paper, Cardstock (Various Colors)  
Paper, Colored (Various Colors)  
Paper, Lined  
Paper, Photocopy  
Paper, Printer  
Paper, Scratch  
Paper, Unlined  
Pen Refills  
Pencil Pillows  
Pencil Sharpeners  
Pencils  
Pencils, Mechanical  
Pencils, Red  
Pens, Black  
Pens, Blue  
Pens, Green  
Pens, Red  
Portfolios, With Pockets  
Power Cords  
Power Strips  
Printer Shelves  
Racks, Hanging File  
Reinforced Holes  
Report Covers

Rings (1" and 3")  
Rubber Bands (Various Sizes)  
Rulers (12", 18", 24")  
Safety Belts (Various Sizes)  
Scissors  
Sheet Protectors  
Shrink Wrap  
Sorter, Desktop, Wire Rack  
Stamp Pad Replacement  
Stamp Pads, Self Inking (Red and Black)  
Stamps, Miscellaneous  
Staple Cartridges  
Staple Removers  
Staple Removers, Heavy Duty  
Staplers  
Staplers, Electric  
Staplers, Hand  
Staplers, Heavy Duty  
Staplers, Plyer  
Staples, Heavy Duty  
Staples, Standard  
Sticky Tabs (Miscellaneous Colors)  
Sticky Notes (Miscellaneous Sizes)  
Sticky Notes, Pop-up  
Stretch Wrap, 15"  
Stretch Wrap, Large  
Surge Protectors  
Tablet, Writing  
Tab Dividers  
Tabs  
Tabs, Index, Self-Adhesive  
Tacks  
Tacky Finger  
Tape (Various Types such as Sealing, Shipping, Strapping, Packaging, Packing, Transparent, Filament, Desk, Velcro, Magnetic, Masking, Standard, Book, & Safety)  
Tape Dispensers, Hand  
Tape Dispensers, Large  
Tape Dispensers, Multiple  
Tape Dispensers, Small  
Toner Cartridges (Printer and Fax Machine)  
T-Pins  
Trays, Stacking  
Typewriter Ribbon (Correctable)  
Wipes, Finger Tip